

Department of State

Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity

(NOFO): FY 2022 Creative Arts Exchange

Announcement Type: New Cooperative Agreement

Funding Opportunity Number: SFOP0008655

Assistance Listing (formerly CFDA) Number: 19.415

Key Date/Application Deadline: May 16, 2022

Executive Summary: Creative Arts Exchange (CAE) initiatives are arts-based, international people-to-people exchanges that support and further U.S. Department of State foreign policy objectives and support the Interim National Security Strategy goals of strengthening democratic values around the globe by demonstrating the power of creative free expression; and growing inclusive economic opportunities and prosperity for communities globally. CAE initiatives create partnerships through artistic collaboration and professional development. Programs are implemented in close coordination with U.S. embassies and consulates abroad. Eligible themes and/or artistic genres for CAE initiatives vary and are determined based on Bureau of Educational and Cultural Affairs (ECA) strategic priorities. It is the Bureau's intent to award two cooperative agreements in FY 2022, pending the availability of funds, for a total estimated amount of \$2,780,000 under the following themes: Theme 1: Performing Arts, and Theme 2: Hip-Hop Collaboration. Please see sections A.) Program Description and B.) Federal Award Information, for additional details. The goals of the Creative Arts Exchanges are to:

- Foster mutual understanding and deepen trust between the people of the United States and abroad to counter negative stereotypes and advance safety and security.
- Advance and complement U.S. foreign policy objectives.
- Provide unique opportunities for artistic collaboration and engagement between U.S. and foreign artists and audiences.
- Convey the diversity and high artistic merit of the arts in the United States and increase awareness and understanding of U.S. art, culture, values, and society among international participants and audiences.
- Foster opportunities for educational outreach and community engagement with diverse and underserved communities, especially youth (ages 12-25), women, and persons with disabilities.
- Engage participants in instructive and informative experiences in a particular art form to promote creative industries and entrepreneurship.
- Create opportunities for sustaining relationships and collaborations between U.S. and international artists and institutions that endure beyond the program duration.

Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will *only* consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

A. Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose: Cultural diplomacy enhances cross-cultural understanding and opens new avenues of dialogue and collaboration between individuals and nations.

ECA invites proposal submissions from U.S. public and private non-profit arts and educational organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) to administer CAE programming. In a cooperative agreement, ECA's Cultural Programs Division (ECA/PE/C/CU) is substantially involved in program activities above and beyond routine monitoring. **These activities and the roles and responsibilities of the Department and your organization are outlined in the attached Project, Objectives, Goals, and Implementation (POGI) documents for Theme 1: Performing Arts (Center Stage) and Theme 2: Hip Hop Collaboration (Next Level) respectively.** Proposals must provide a detailed and comprehensive narrative describing the objectives of the program. Overall, proposals will be reviewed based on their responsiveness to the review criteria listed in this NOFO. Applicants should demonstrate established reputations in a field or discipline related to the specific program themes.

Pending the availability of funds, ECA will accept project proposals under the following themes:

Theme 1: Performing Arts (Center Stage)

Pending the availability of FY 2022 funds, the Bureau intends to award one Cooperative Agreement for approximately **\$1,580,000**, to support month-long U.S.-based performance tours by at least two Center Stage performing arts ensembles, (approximately 20-40 participants), reaching small and mid-sized communities. The selected ensembles can be Center Stage alumni artists or artists new to the program. Center Stage will also develop a series of virtual mentorships which pair U.S. performing arts professionals and/or performing arts institutions with foreign performing artists and/or performing arts professionals from under resourced and underrepresented countries to share best practices, deepen artistic competencies, and build competitiveness in the American marketplace. If conditions allow, the virtual mentorships may be complemented by sending approximately five to ten performing arts professionals from the United States overseas for up to two weeks to conduct workshops to share U.S. professional standards in the creative industries. This Cooperative Agreement will begin on or about **September 1, 2022** and end on or

about **December 31, 2025**. ECA, the recipient and the U.S. embassies will mutually agree upon the timing of each program component. Proposals will need to contain a detailed timeline annotating dates of each program component.

Theme 2: Hip Hop Collaboration (Next Level)

Pending the availability of FY 2022 funds, the Bureau intends to award one Cooperative Agreement for approximately **\$1,200,000**, to fund the Next Level program that will send approximately 20 U.S. professional hip hop artists overseas to approximately five countries to lead two-week exchange programs that engage youth, explore conflict resolution strategies, and support arts entrepreneurship. The U.S. artists will also donate music production equipment to a local partner organization to continue job training and educational initiatives introduced during the two-week programs. In addition to the overseas components, Next Level will bring approximately 12 foreign artists to the United States for two weeks to participate in a professional development program. The U.S. program will conclude with an opportunity for the foreign artists to submit micro grant proposals for community-based follow-on projects that they will implement in their home countries. This cooperative agreement will begin on or about **September 1, 2022** and end on or about **December 31, 2025**. ECA, the recipient and the U.S. embassies will mutually agree on the timing of the U.S. programs components and overseas tours. The program orientations should be scheduled far enough in advance for the participants to be fully prepared for their rigorous overseas programs. Proposals should contain a detailed timeline annotating dates of each program component.

A1. Substantial Involvement:

In a cooperative agreement, the Department is substantially involved in program activities above and beyond routine monitoring. These activities and the roles and responsibilities of the Department and your organization are outlined in the attached Project, Objectives, Goals, and Implementation (POGI) document.

B. Federal Award Information:

Type of Award: Cooperative Agreement. ECA's level of involvement in this program is listed under Substantial Involvement in the POGI.

Fiscal Year Funds: 2022

Approximate Total Funding: \$2,780,000, pending the availability of funds

Approximate Number of Awards: 2

Approximate Average Award:

- Theme 1: Performing Arts (Center Stage)-**\$1,580,000**, pending the availability of funds
- Theme 2: Hip-Hop Collaboration (Next Level)-**\$1,200,000**, pending the availability of funds

Floor of Award Range: None

Ceiling of Award Range:

- Theme 1: Performing Arts (Center Stage)-**\$1,580,000**, pending the availability of funds
- Theme 2: Hip-Hop Collaboration (Next Level)-**\$1,200,000**, pending the availability of funds

Anticipated Award Date: September 1, 2022, pending the availability of funds

Anticipated Project Completion Date: December 31, 2025

Additional Information: Pending successful implementation of this program and the availability of funds in subsequent fiscal years, it is ECA's intent to renew this cooperative agreement for two additional, consecutive fiscal years, before openly competing it again.

The Department reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

C. Eligibility Information:

C.1. Eligible applicants: U.S. public and private academic and cultural institutions, exchange-of-persons, and other not-for-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit applications for this competition. Applicants must have nonprofit status with the IRS at the time of application. Please see the Proposal Submission Instructions (PSI) for additional information.

All applicants must also have a Unique Entity Identifier (UEI) number and be registered in SAM.gov (see additional information about this requirement in D.3. and D.5. below).

C.2. Other Eligibility Requirements: The following additional eligibility requirements apply to this NOFO announcement:

a.) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making two cooperative agreements, in an amount of \$1,580,000 for Theme 1: Performing Arts (Center Stage) and \$1,200,000 for Theme 2: Hip Hop Collaboration (Next Level) to support all costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.

b.) All proposals must comply with the requirements stated in the NOFO, POGIs, and the Proposal Submission Instructions (PSI); non-compliance will result in your proposal being declared technically ineligible and given no further consideration in the review process.

c.) Only *one* proposal will be considered by ECA from each applicant organization. In cases where more than one submission from an applicant appears in grants.gov, ECA will

only consider the submission made closest in time to the NOFO deadline; that submission would constitute the one and only proposal ECA would review from that applicant.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

C.3. Cost Sharing or Matching Funds: There is no minimum or maximum percentage of cost sharing required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs. When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution may be reduced in like proportion.

D. Application and Submission Information:

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1. Solicitation Package Location: The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

D.2. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package, including the Proposal Submission Instruction (PSI) document, which consists of required application forms and standard guidelines for proposal preparation. The application should be submitted per the instructions under D.15. "Application Deadline and Method of Submission" section below.

D.3. Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access

<http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI (DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.4. Required Proposal Elements: All proposals must contain an executive summary, proposal narrative, budget, and budget narrative.

D.5. Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain a current registration in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting is completed on any issued award. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.6. Federal Awardee Performance & Integrity Information System (FAPIIS): Prior to making a Federal Assistance award over \$250,000, the Federal agency is required to review and consider any information about the applicant that is in FAPIIS (see 41 U.S.C. 2313) and accessible through SAM.gov. If an Applicant is currently in FAPIIS, they can comment on any information about its organization that a Federal awarding agency previously entered. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

D.7. Required Registration with SAMS Domestic: All ECA award recipient organizations and recipient contacts and signatories must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.servicenowservices.com> and clicking the "create an account" link. SAMS Domestic is the U.S. Department of State's grants management system and is supported by the Department's Integrated Logistics Management System (ILMS). Recipient organizations and recipient contacts and signatories that have previously used SAMS Domestic as a U.S. Department of State award recipient do not need to register again. If the

organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Recipient Organizations and recipient contacts and signatories is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsitsm.servicenowservices.com/ilms/>.

In the event the ILMS Help Desk is unable to provide you with assistance in a timely manner, please contact ECA_SAMSDomestic@state.gov and copy the program officer associated with the solicitation.

Please take into consideration the following information when preparing your proposal narrative:

D.8. Adherence To All Regulations Governing the J Visa: The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of the Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of the Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

D.9. Diversity, Equity and Inclusion (DEI) and Freedom and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, "Diversity" should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic origin, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity, equity, and inclusion will enhance the program's goals and objectives and the participants' exchange experience. Proposals should demonstrate how the program will further engage diverse and underserved communities. Programs must maintain a non-political character and should be balanced and representative of the diversity of

political, social and cultural life in the United States and abroad. Please refer to the “Support of Diversity, Equity, and Inclusion” review criterion of this document for more information on how this will be reviewed as a part of any application. Please also refer to the “Diversity, Equity, and Inclusion” section in the “Proposal Submission Instructions” document for specific suggestions on incorporating DEI into the proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.10. Program Performance Monitoring and Evaluation (M&E)

A performance monitoring framework is vital to tracking the performance and the direction, pace, and magnitude of change that result from ECA programs. This section pertains to performance monitoring in particular – as this type of monitoring is distinct from grants monitoring or other program monitoring discussed elsewhere in this solicitation. Performance monitoring is designed to assess progress against established goals and objectives across the Bureau and as established for each award.

The Bureau recommends the use of a Performance Monitoring Plan (PMP) to establish your performance monitoring plans for each award. The PMP is an important part of any proposal, as it outlines how the applicant plans to track progress towards the proposed program’s goals and objectives through indicators and corresponding data collection questions. These corresponding data collection questions help ensure that the data is being collected in a uniform way across the entire Bureau. **Please see the respective FY 2022 Next Level and FY 2022 Center Stage POGIs for programmatic objectives and indicators, a sample PMP, and accompanying instructions.**

PROGRAM PERFORMANCE M&E NARRATIVE

ECA recommends that there be a narrative section within the program narrative sections of the proposal that outlines how the applicant intends to measure the indicators outlined in the FY 2022 Next Level and FY 2022 Center Stage POGIs. This will be separate from the PMP and should include but not be limited to:

- An overview of resources available to the applicant that outline the applicant’s team structure and responsibilities surrounding performance monitoring
- The mechanism(s) through which surveys and other data collection tools (if applicable) will be administered, including: which platform will be used, how they will be advertised to participants and when – detailing strategies to ensure adequate survey response rates and reduce selection and non-response bias.
- A brief explanation of data analysis and reporting procedures

- An overview of proposed learning plan and feedback loops to ensure that the GO/GOR are informed on performance monitoring issues at regular intervals

RESULTS PERFORMANCE MONITORING REPORTING REQUIREMENTS

The State Assistance Management System Domestic (SAMS-D) is a database solution that serves as the official system of record for all U.S. Department of State and ECA awards. The Results Performance Monitoring (RPM) module within SAMS-D is an extension module that enables users to report performance monitoring data in the same system where they currently manage federal assistance actions. As part of ECA's efforts to streamline data collection and management, any recipients of this award will be required to input performance reporting data outlined in this solicitation into the SAMS-D RPM. The data stored in the SAMS-D RPM will provide ECA with a bureau-wide, uniform M&E reporting tool that is already linked with other elements of the awards and that existing awardees are familiar with. There is a one-time 3-hour required SAMS-D RPM module training that designated staff of award recipient organizations will need to attend to gain access to the system. Also, as part of the reporting requirements, award recipients will also be required to provide ECA with the raw data for surveys in a CSV file through SAMS-D.

D.11. Virtual Exchange Component: Proposals should demonstrate the organization's capacity to provide innovative options for virtual activities to substitute for in-person engagement for program participants. Organizations should consider how they will implement virtual exchange activities, given the potential limits to internet access from participants in some locations and while continuing to advance foreign policy objectives and achieve lasting benefits for U.S. citizens and international participants.

In addition to planning for virtual exchange activities if in-person programming is prohibited, ECA welcomes innovative ideas on how organizations can leverage virtual programming technologies during or in addition to in-person programming. ECA encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s) is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project-by-project basis.

D.12. Communications Guidance for ECA Recipients: All ECA Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.13. Budget Format: Applicants must submit SF-424A – "Budget Information – Non-Construction Programs" along with a comprehensive budget for the entire program. There must be a summary budget, a detailed budget, and a budget narrative. Applicants may provide

separate sub-budgets for each program component, phase, location, or activity to provide clarification.

D.13.a. Allowable costs for the program include the following:

Please refer to the POGI for complete budget guidelines and formatting instructions.

D.14. Key Personnel: ECA recommends that the applicant identify intended key personnel positions via an asterisk (*) or other marking in the proposal budget, budget narrative, or a separate appendix. If not provided in the application, recipients must submit the names, titles, and brief biographical sketches of key personnel to the Grants Officer and GOR within 30 days of an award being issued. Additional information regarding key personnel requirements can be found in the State Department's Standard Terms and Conditions, VI. Recipient Responsibility and Compliance with Federal Requirements (link to: <https://www.state.gov/about-us-office-of-the-procurement-executive/>).

D.15. Application Deadline and Method of Submission:

Application Deadline Date: **Monday, May 16, 2022**

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the "Search Grants" portion of the system.

D.16. Grants.gov Registration, Application Submission, and Receipt Procedures

Eligible organizations should follow the instructions available in the 'Get Started' portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

D.16.a. How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

D.16.b. How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

D.16.c. Grants.gov Support and Submission Issues

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support
Contact Center Phone: 800 -518-4726
Business Hours: 24 hours a day, 7 days a week; closed on federal holidays
Email: support@grants.gov

D.16.d. Timely Receipt Requirements and Proof of Timely Submission

Applicants have until 11:59 p.m., Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after the application deadline date and time will be automatically rejected by the Grants.gov system and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant Authorized Organization Representative (AOR) will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Please also be mindful of any Grants.gov generated error messages that may appear during the application process as they may result in some documents not transmitting correctly.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via

Grants.gov. Prior to submitting applications through Grants.gov, please ensure you meet all Grants.gov system and software requirements, including Adobe software compatibility. You can verify if your version of Adobe software is compatible with Grants.gov, by visiting <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.17. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. APPLICATION REVIEW INFORMATION

The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the U.S. Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered, and all carry equal weight in the proposal evaluation:

- 1. Quality of the program idea/Program Planning/Ability to achieve program objectives:** Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above. The objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.
- 2. Support of Diversity, Equity, and Inclusion (DEI):** Proposals should show substantive support of the Bureau's policy on Diversity. Proposals should demonstrate how DEI will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment, selection and placement. It is important that proposals have a clearly articulated DEI plan and not simply express general support for the concept of DEI. Proposals should demonstrate how DEI will enhance the program's goals and objectives and the participants' exchange experience.

Proposals should demonstrate how the program will further engage diverse and underserved communities.

- 3. Institutional Capacity/Institution's Record/Ability:** Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Office Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
- 4. Project Evaluation:** Proposals should include a fully developed Performance Monitoring and Evaluation (M&E) narrative and a PMP that includes the goals, objectives, and indicators outlined in the M&E section, as well as any applicant-designed, program-specific objectives and indicators that sufficiently measure the relevant program outputs and outcomes during the period of performance. Proposals will be evaluated for feasibility and alignment with the M&E section, including: 1) M&E resources, monitoring mechanisms, and data analysis and reporting procedures being sufficiently detailed and realistic; 2) a realistic learning plan that provides a strategy to review, understand, and incorporate M&E data into programmatic decisions and practices in conjunction with the Grant Officer/GOR; and 3) a PMP that is complete, clear, and well-organized. All submitted PMPs and M&E narrative sections will be reviewed to ensure the applicant has provided information on the minimum data required as per the solicitation.
- 5. Cost-effectiveness/Cost-sharing:** The overhead components of the proposal, including salaries and honoraria, should be kept as low as possible. All costs should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

F. Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer and transmitted to the recipient's responsible officer as identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition following the completion of the review process.

F.2 Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost

Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>

<https://www.state.gov/m/a/ope/index.htm>

F.3. Palestinian Authority, West Bank, and Gaza Programming: All awards made under this competition must be executed according to all relevant U.S. laws and policies regarding assistance to the Palestinian Authority, and to the West Bank and Gaza. Organizations must consult with relevant Public Affairs Offices before entering into any formal arrangements or agreements with Palestinian organizations or institutions.

Note: To assure that planning for the inclusion of the Palestinian Authority complies with requirements, please contact Julia Gómez-Nelson, nelsonjg2@state.gov, 202-487-8266 for additional information.

For assistance awards involving performance in a designated combat area please insert the following text (Revised August 2014):

F.4. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

- 1.) Performance Progress Reports (PPRs) shall be required at a minimum annually and no more frequently than quarterly. Annual reports shall be due 120 calendar days after the cooperative agreement; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer.) The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#).
- 2.) The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the U.S. Department of Health and Human Services' Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants.

In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

3.) A final program and financial report no more than 120 days after the expiration or termination of the award.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.10. Program Performance Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.5. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three workdays prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact the POC below under the appropriate theme:

Theme One: Performing Arts (Center Stage)

Julia Gómez-Nelson, (202) 487-8266; email: nelsonjg2@state.gov

Theme Two: Hip Hop Collaboration (Next Level)

Jill Staggs, (301) 602-2182; email: staggsjj@state.gov

U.S. Department of State, *Cultural Programs Division, ECA/PE/C/CU, SA-5, 3rd Floor*, 2200 C Street, NW, Washington, DC 20037.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards will be subject to periodic programmatic and financial reporting and evaluation requirements as outlined in the NOFO.

Lee Satterfield
Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

February 24, 2022